

# MOUNT VERNON CITY SCHOOL DISTRICT

## STEPS TO REQUEST FOR LEAVE

PERSONAL DAY | SCHOOL BUSINESS | SCHOOL BUSINESS | CANCER SCREENING | VACATION DAYS

Mount Vernon Federation of Teachers, Mount Vernon Administrators Group & CSEA

**1**



### PROVIDE NOTICE

Give reasonable notice to your Principal or Supervisor of your request to take a personal day.

Obtain a Request for Leave form from your main office or Human Resource Office.

**2**



### COMPLETE FORM

Fill-in your personal information and the dates you are requesting off.

Select your reason for leave.

Provide required documentation (if applicable).

Submit your form to your Principal or Supervisor.

**3**



### SUBMIT REQUEST

Submit your request for leave in FrontLine Education.

All time off requests, including sick days, vacation days, personal days, bereavement, jury duty, school business, FMLA, and cancer screenings, must be submitted through the FrontLine system.

**4**



### APPROVAL FOLLOW UP

Before taking your requested day(s), you must obtain your supervisor's approval.

Follow-up after submitting your request to ensure leave request is approved and that your time is accurately recorded.



**SCAN QR CODE**  
to Log-in to  
**frontline**  
education

For Attendance Questions or Concerns, Contact:

**CERTIFIED STAFF**  
Pamela Crawford 914.665.5192

**CLASSIFIED STAFF AND PER DIEMS**  
Patricia McElveen 914.665.5189

For FrontLine Questions or Concerns, Contact:  
Tonya Bagby 914.358.2726